Thursday, June 6, 2019 | California State Parks
Monday, June 10, 2019 | La Quinta Museum
Friday, June 14, 2019 | San Diego History Center
Monday, June 24, 2019 | California Historical Society
Monday, July 22, 2019 | Watsonville Public Library
Friday, July 26, 2019 | Tuolumne County Library
Thursday, August 8, 2019 | The Huntington Library
Thursday, August 22, 2019 | Fresno County Library
Orientation Workshop Agenda

Introductions

California Revealed/Partner goals

A brief history of California Revealed

Project overview

Collections care

California Revealed partnership

Next steps
Introductions
California Revealed Staff

*Director*
Pamela Vadakan

*Preservation Managers*
Theresa Berger (Print collections for offsite camera)
Kirsten Schilling (Print collections for onsite camera)
Shahed Dowlatshahi (Audiovisual collections)
Scott Lawan (Digital collections)

*Digital Repository Manager*
Megan Lohnash

*Preservation Assistants*
Willow Germs
Evan Mackall
Allison Ryan
A brief history of California Revealed
<table>
<thead>
<tr>
<th>Time Period</th>
<th>Recordings</th>
<th>Images</th>
<th>Documents</th>
<th>Partners</th>
<th>Hits</th>
<th>Partners</th>
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<tr>
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<td>17,903+</td>
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<td>200+</td>
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<tr>
<td>2019</td>
<td>26,653+</td>
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<td>250+</td>
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Pilot funding

50 recordings

22 partners

5,912 hits

2019
Over one hundred years of California history gathered from special collections across the state.
2019 | California Revealed Partners

- African American Museum and Library at Oakland
- Alameda Free Library
- American Jewish University
- The Autry
- The Bancroft Library, UC Berkeley
- Benicia Public Library
- Berkeley Public Library
- Bishop Chamber of Commerce
- Butte County Library
- California Academy of Sciences
- California Automobile Museum
- California College of the Arts Libraries
- California Department of Transportation (Caltrans)
- California Historical Society
- California Institute of Technology Archives
- California Judicial Center Library
- California Polytechnic State University, San Luis Obispo
- California State Archives
- California State Library
- California State Military Museum
- California State Parks
- California State Polytechnic University, Pomona
- California State Railroad Museum Library
- California State University, Bakersfield
- California State University, Chico
- California State University, Dominguez Hills
- California State University, Fresno
- California State University, Fullerton
- California State University, Sacramento
- California State University, San Marcos
- Center for Asian American Media
- Center for Oral and Public History, California State University, San Marcos
- Center for Sacramento History
- City College of San Francisco
- City of Mountain View Public Library
- Citrus College
- Claremont Colleges Library
- Claremont Heritage
- Computer History Museum
- Conejo Valley Historical Society
- County of Los Angeles Public Library
- Corona Public Library
- Daly City Public Library
- Dept. of African American Studies, UC Berkeley
- De Saisset Museum
2019 | California Revealed Partners

- Dixon Public Library
- East Bakersfield High School
- Eastern California Museum
- El Dorado County Library
- Environmental Design Archives, UC Berkeley
- Ethnic Studies Library, UC Berkeley
- Ferndale Museum
- Fine Arts Museums of San Francisco
- Fresno County Public Library
- Glendale Library
- Graduate Theological Union Library and Archives
- Headlands Center for the Arts
- History Center of San Luis Obispo County
- History San Jose
- Hoover Institution Archives, Stanford University
- Humboldt County Historical Society
- Humboldt State University
- Institute of Government Studies, UC Berkeley
- Inyo County Free Library
- Kern County Library
- Kitchen Sisters Collection
- Labor Archives, San Francisco State University
- Lambda Archives of San Diego
- Little People of America
- LA County Metropolitan Transportation Authority Library
- Los Angeles County Museum of Art
- Los Angeles Philharmonic Archives
- Loyola Marymount University
- Madera County Library
- The Magnes Collection of Jewish Art and Life
- Manzanar National Historic Site
- Marin County Free Library
- Marshall Gold Discovery State Historic Park
- Mechanics Institute
- Media Resources Center, UC Berkeley
- Menlo Park Historical Association
- Mill Valley Public Library
- Monterey Park Bruggemeyer Library
- Museum of Performance and Design
- Napa County Historical Society
- National City Public Library
- Natural History Museum of Los Angeles County
- Oakland History Room, Oakland Public Library
- Oakland Museum of California
- Oakland Public Library, Cesar E. Chavez Branch
- ONE National Gay and Lesbian Archives
2019 | California Revealed Partners

- Ontario City Library
- Oral History Room, The Bancroft Library UC Berkeley
- Orange County Archives
- Orange County Public Libraries
- Other Minds Archive
- Pacific Grove Public Library
- Pacifica Radio Archives
- Palo Alto City Library
- Palos Verdes Library District
- Pasadena Museum of History
- Pepperdine University Special Collections
- Petaluma Historic Library and Museum
- Placer County Museums Division
- Sacramento City College
- San Diego Air and Space Museum
- San Diego State University, Special Collections
- San Francisco History Center, SF Public Library
- San Francisco Maritime National Historical Park
- Santa Barbara Public Library
- Santa Clara Valley Water District Library
- Santa Fe Springs City Library
- Sausalito Historical Society
- Shoshone Museum
- Sierra Club Library
- Sonoma County Library
- Sonoma State University
- Stanford University, Department of Special Collections
- Tulare County Library
- UC Berkeley Art Museum and Pacific Film Archive
- UC Davis Library
- UCLA, Ethnomusicology Archive
- UC Riverside, Special Collections and Archives
- UC San Diego Library
- UC San Francisco, Archives and Special Collections
- UC Santa Barbara, Davidson Library
- University of Southern California, Special Collections
- Upland Public Library
- Visual Communications Archives
- Washington Township Museum of Local History
- Watsonville Public Library
- Whittier Museum
- Women’s Museum of California
- Writers Guild Foundation
- Yolo County Archives

YOU!
California Revealed/Partner goals

Why now?
- Raise awareness of need for action statewide
- Preserve and provide access to content – analog and digital – that is significant state history
- Build collaboration among memory organizations at the community level

Institutional goals
- Assess collection preservation needs
- Provide online access to hidden collections
- Secure institutional, grant, and community funding
California Revealed features

Why participate?

• Project funds pay for digitization (using selected vendors nationwide), online public access, and offline digital preservation.

• Partners receive copies of their files.

• Each partner has its own online collection page.

• Metadata shared at californiarevealed.org, WorldCat, Calisphere, and Digital Public Library of America.
California Revealed
Application and Nomination process

1. Fill out the 2019/2020 Application form


Collaborations between public libraries and other local libraries, archives, museums, and historical societies to collectively reveal their local heritage are encouraged.

Please keep in mind that even for collaborations each institution must fill out an application and nominate resources it proposes to digitize.
California Revealed Application and Nomination process

1. Fill out the 2019/2020 Application form


Collaborations between public libraries and other local libraries, archives, museums, and historical societies to collectively reveal their local heritage are encouraged.

Please keep in mind that even for collaborations each institution must fill out an application and nominate resources it proposes to digitize.

2. Then submit nominations of materials you’d like to digitize using Islandora:

   https://repository.californialightandsound.org

   To set up an account in Islandora
   email team@californiarevealed.org

Nominations due Monday, September 30, 2019
California Revealed
Selection criteria

Awards will be made based on the following criteria:
• significance to local and state history
• risks to survival and continued use of the original
• availability of discovery metadata
• intellectual property rights are in the public domain, held by the owning library, or secured from the rights holder, when possible
• evidence of collaboration among community heritage institutions
• technical limitations of equipment to digitize original resources
• cost of digitizing relative to available project funding

If an award is offered, participation will require the commitment of your parent institution and its director’s signature on a participation agreement form.
California Revealed timeline

- September 30, 2019: Application and nominations due
- November-December 2019: Award letters go out
- December 2019-April 2020: Partners prep/ship originals and metadata to California Revealed (Sacramento)
- January-May 2020: CA-R sends materials to vendor(s)
- March-June 2020: Vendor(s) digitize materials
- March-August 2020: CA-R uploads access files online and stores all files and metadata on LTO
- March-August 2020: Quality control
- September 2020: Vendor(s) return original materials

Fall 2020 Promotion and community outreach events
Collections care

Assessment

- **Theft protection**
  - Building security
  - Key management
  - Intrusion detection
- **Fire protection**
  - Detection systems
  - Suppression systems
- **Water protection**
  - Leaks
  - Water detection systems
  - Disaster response
- **Environmental management**
  - Temperature
  - Relative humidity
  - Light
- **Use management**
  - Restrictions based on fragility
  - Supervised use
- **Digitization**
  - Selection criteria
  - Digital preservation

Apply for a California Preservation Program Assessment grant

https://calpreservation.org/projects/cpap
Collections care

Inventory

- What do you have?
- Where is it?
- Assess value and condition as you inventory
- Basic fields: a partial inventory is a good start
- Inventory is the basis of a catalog

The inventory can feed into California Revealed’s nomination process!
Collections care

How do you know if an item is “significant”? Assess value

- Use information gathered to set priorities
- Triage and select

Value Questions to ask
Historically significant?
Part of a comprehensive collection?
If lost would the library/archive spend its resources to replace it?
Non-commercial or out of copyright?
Your responsibility?

Preservation Questions to ask
Archival: unique, master, or “best available”?
Obsolete format?
Damaged or deteriorating?
At-risk if use continues?
California Revealed partnership

1. **Nominate and Describe**
2. Prep for Digitization and Ship
3. Digitize and Quality Assurance
4. Access and Outreach
5. Preserve
We are format agnostic!

Sound recordings
Moving image recordings

Newspapers and microfilm*

Photographs (including slides and negatives)
Books (including scrapbooks and ledgers)
Documents (manuscripts, letters, brochures…)
Postcards
Drawings
Posters
Ephemera

Existing digital collections

Other(?)

*Microfilm is a form of photographic film used for archival purposes.
Nominate

- All nominations **must** be accompanied by metadata records in Islandora.
- Mixed collections are welcome! Each partner should limit nominations to:
  - 200 resources (and 200 records) whether the item is a **single digital image** (e.g., individual photographs) or includes **multiple parts or pages** (e.g., a folder of images described at the folder level and pertaining to one subject, an oral history of several tapes, or a book of many pages).
  - Newspapers are an exception. If you have more than 100 issues, nominate the collection as a run, by title, with metadata per issue.
Describe

Tips
*Minimize handling for identification
*Do NOT attempt playback of A/V recordings
*Enhance description after digitization

Required fields
• Title
• Call Number or Temporary Identifier
• Significance to local and state history
• Condition: deteriorated or damaged?
• Creator(s)
• Date created
• Copyright status (if currently unknown, use “U” as a placeholder)
• Format
• Extent – total number of pages/tapes/reels
• Extent – dimensions/running time
Describe

Additional fields

In order to maximize the discoverability of your collections, we strongly encourage you to include the following fields

• Container/Item annotations
• Description
• Subject Topics and Entities
• Spatial and Temporal Coverage
• Genre (AV only)
Describe

Condition

- Deteriorated?
- Damaged?
- Foldouts or loose/interleaved items?
- Tight binding?
- Any special handling required?
Tips for Description

• Pull items out of storage to confirm inventory or catalog record
• Let the object speak to you for content description and significance
• Transcribe container and item annotations
• For published materials: check WorldCat for DVD or other copies

Tips for AV Format Identification

Tape or Film
Open reel or Cassettes
Audiotape or Videotape
Generation
Use California Revealed's AV Format Guide
Consult PBCore: pbcare.org/pbcare-controlled-vocabularies
Descriptive metadata: let the object speak to you!
Quick Tour of Islandora

https://repository.californialightandsound.org
Lunch
Show and tell
California Revealed partnership

1. Nominate and Describe
2. Prep for Digitization and Ship
3. Digitize and Quality Assurance
4. Access and Outreach
5. Preserve
Prep for Digitization and Ship

https://californiarevealed.org/partners/shipping-guidelines
Tips for Prepping for Digitization and Shipping

• Identify and rubber band related items
• Remove duplicates – identify best source/highest resolution
• Make sure call number or temp ID is clearly visible on housing/container
• Use acid-free tape for labelling items (artist's tape, painter's tape)
• Do not use post-it notes, make sure all labels are secure with acid-free tape
• Label your boxes with organization’s name and box # (SDHC – box 1 of 3)
• Styrofoam peanuts or padding not recommended. Use bubble wrap.
• Contact us for help for shipping fragile items (glass discs, etc.)

Print Materials Prep
Remove staples and paper clips.
Remove mylar enclosures, and place in individual manila envelopes
Note bindings that do not open 180 degrees. Vendor will ask for your permission if dis-binding is needed

AV Materials Prep
Rubber band related items that form one object/record together
Tape down ends of film or tape
California Revealed partnership

1. Nominate and Describe
2. Prep for Digitization and Ship
3. **Digitize and Quality Assurance**
4. Access and Outreach
5. Preserve
Digitize

- Partner sends approved originals and metadata to the CA-R for processing
- CA-R adds administrative metadata to item-level records
- CA-R sends originals to vendor for digitization
- Vendor inspects, preps and digitizes according to CA-R specifications
- Treatment or repair only if necessary – always CA-R will check with partner before proceeding
- Vendor compiles technical metadata with metadata supplied by CA-R into an XML record in the DublinCore or PBCore schema

California Revealed partnership

[Link to California Revealed file format specifications] (https://californiarevealed.org/partners/sow)
California Revealed partnership

Quality Assurance

California Revealed checks

• technical specifications
• directory structure and file naming
• accurate and complete metadata
• run checksums
• image and/or sound quality – 100% at first, then sampling when justified
• missing content
California Revealed partnership

Quality Assurance

Partner checks
image quality adequate for patron use
(ideally 100% of all files)
- confirm content matches descriptive metadata
- update metadata in Islandora as needed

Only after files and metadata have been approved by the CA-R and owning archive will the vendor return original materials to the archive
California Revealed partnership

1. Nominate and Describe
2. Prep for Digitization and Ship
3. Digitize and Quality Assurance
4. **Access and Outreach**
5. Preserve
California Revealed partnership

Access californiarevealed.org
California Revealed partnership

Outreach

*Life in Ontario: You and Your Friends* (1947)
https://archive.org/details/con_00001
From Ontario City Library History Room. Over 2,800 views

- Uploaded July 2011
- Lots of local press and local interest - most popular CLS recording for two years
- Ontario City Council paid for preservation of additional films for the annual State of the City planning committee meeting
- Now there’s a community expectation for access to footage like this and the history room has an open call for content
California Revealed partnership

1. Nominate and Describe
2. Prep for Digitization and Ship
3. Digitize and Quality Assurance
4. Access and Outreach
5. Preserve
Our digital preservation management service includes:

- Extract and compile technical metadata for each digital object needed to manage its life cycle
- Store content and metadata together (in a “folder” or “bag”) so they are not irrevocably separated by future technology changes
- Maintain geographically dispersed copies of digital objects and database
- Check fixity of all the files (checksum validation)
- Restore files from the duplicate copy when (not if) fixity checks fail
- Continuously migrate to currently supported media and formats as needed to avoid technological obsolescence and media deterioration
How can you preserve your own files?

- Order files on hard drives (avoid DVDs and CDs if possible)
- Clearly label and organize hard drives
- If possible, duplicate the files on a second drive or upload to cloud
- Consult with IT department (if available) about server storage
- Consider using tools such as Fixity for periodic checksum verification
- Access the files at least once a year to make sure hard drive is OK
- Place a readMe text file within the hard drive to explain what it is
California Revealed next steps

1. Assess collection needs
2. Apply to participate using the online application form
3. Nominate materials in Islandora
4. Submit application and nominations by **Monday, September 30, 2019**
Keep in touch!

Pamela Vadakan
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team@californiarevealed.org
916.653.5074

californiarevealed.org